Naming Convention Format for Unifier BP Workflows

To ensure that we can easily locate your documents in the Unifier filing system, it is highly recommended that you follow the specific business process naming convention listed below.

Submittals – When naming submittals, please make sure the description of the submittal you are sending matches the attachment.

For Contractor:

Description Field: Spec Section_Description of Submittal

Attachment (File Name): Spec Section_Description of Submittal

For Reviewers:

Attachment: *Copy the File Name used by the Contractor_*Rvw*Your Initals*

Resubmittals – After going through the revision process, upload the new document and use the same naming convention as the initial submittal but indicate the revision version.

For Contractor:

Description Field: Spec Section_Description of Submittal_Rev1

Attachment (File Name): Spec Section_Description of Submittal_Rev1

For Reviewers:

Attachment: *Copy the File Name used by the Contractor_Rvw Your Inital*

NOTE: *On the <u>final approved version</u> – please indicate "Approved" (i.e. 1-05.5_Spill Prevention Plan_Rev1_RvwTAF_Approved)*

RFI

For Contractor:

Description Field: Spec Section_Description of RFI

Attachment (File Name): Spec Section_Description of RFI

For Reviewers: (If attaching supporting documentation)

Attachment: *Copy the File Name used by the Contractor_*Rvw*Your Initals*

DC

Description Field: DC No_ Description of DC

Attachment (File Name): DC No_Description of DC